

# AMERICAN NURSES CREDENTIALING CENTER (ANCC)

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## **DANTES Test Centers' Authorization**

The American Nurses Credentialing Center (ANCC) authorizes military installations with DANTES test centers to administer the ANCC certification examinations to uniformed military personnel.

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## **Background**

The American Nurses Association established the ANA Certification Program in 1973 to provide tangible recognition of professional achievement in a defined functional or clinical area of nursing.

The American Nurses Credentialing Center (ANCC) became its own corporation, a subsidiary of ANA in 1991 and since then, ANCC has certified more than 150,000 nurses throughout the U.S. and its territories in more than 30 specialty and advanced practice areas of nursing.

The mission of ANCC is to improve nursing practice and promote high-quality health care services through voluntary credentialing programs and related services.

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## **Address**

**American Nurses Credentialing Center  
600 Maryland Avenue, SW, Suite 100 West  
Washington, DC 20024-2571**

**Telephone: (800) 284-2378**

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## Description

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### ANCC Certification Exams

ANCC has more than 37 specialty and advanced practice certification examinations. The exams are given in either computer-based or written format. To view the list of examinations visit ANCC Web site at <http://www.nursingworld.org/ancc>.

The certification examinations are objective tests that cover knowledge, understanding, and application of professional nursing theory and practice.

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## Eligibility

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### Clinical Specialist Certification Basic Eligibility Requirements

Clinical Specialist candidates must meet all of the following **BASIC ELIGIBILITY REQUIREMENTS** at the time of application the candidate must:

- Hold a currently active registered nurse license in the United States or its territories;
- Hold a master's or higher degree in nursing (see exceptions for Psychiatric and Mental Health Nursing and Community Health Nursing). \*
- Have been prepared in the area of practice for which they have applied for certification through a master's program or a formal postgraduate master's program in nursing. \* See exceptions in the Generalist Catalog.
- Have graduated from a program offered by a school of nursing granting graduate-level academic credit for all of the course work;
- Have graduated from a program that includes both didactic and clinical components, and
- Have graduated from a program that includes a minimum of 500 hours of supervised clinical practice in the specialty area and role. \* See exceptions in the Generalist Catalog.

**\* Candidates are advised to download the Generalist Catalog for ANCC Certification for specific exceptions and eligibility requirements for each specialty area.**

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## Eligibility, Continued

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### Nursing Administration Certification Eligibility Requirements

Nursing Administration certification candidates must meet the following eligibility requirements. At the time of application the candidate must:

- Hold an active registered nurse license in the United States or its territories;
- Hold a baccalaureate or higher degree in nursing;
- Have held an administrative position at the nurse manager level or nurse executive level for at least the equivalent of 24 months full-time practice within the past 5 years. The position must have had included at least seven of the activities and responsibilities described in Section L of the Nursing Practice Questionnaire (page 37 of the Generalist Catalog). This requirement may be met if you are engaged in education and supervision of graduate students in mid or executive-level nursing administration tracks or programs for at least the equivalent of 24 months of full-time practice in the past 5 years.
- Have had 30 contact hours of continuing education with 20 contact hours applicable to nursing administration within the past 2 years, or hold a master's degree in nursing administration. A combination of continuing education and academic credit hours as well as presenter/lecturer credit is applicable. Contact hour credit will be allowed for attendance at professional meetings that included content appropriate to nursing administration. Independent study, which has been approved for continuing education or academic credit, is also allowed.

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### Specialty Nursing Certification Basic Eligibility Requirements

Specialty nursing certification candidates must meet all of the following **Basic Eligibility Requirements**. At the time of application, the candidate must:

- Hold a currently active registered nurse license in the United States or its territories;
- Have practiced the equivalent of 2 years full-time as a registered nurse in the United States or its territories;
- Hold a baccalaureate or higher degree in nursing;<sup>1</sup>
- Have a minimum of 2,000 hours of clinical practice within the last 3 years (see important notice in the Generalist Catalog), unless specified in criteria specific to the specialty areas listed in the Generalist Catalog.
- Have had 30 contact hours within the last 3 years.

<sup>1</sup>Candidates with an associate degree/diploma should read the Generalist Catalog for exceptions.

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## Eligibility, Continued

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### **Modular Certification**

Modular certification candidates must meet one of the following sets of **Basic Eligibility Requirements**. At the time of application, the candidate must:

For **CORE Certified Nurses** - exams 30 & 32 (see the Generalist Catalog for specifics);

- Hold a currently active registered nurse license in the United States or its territories;
- Show proof of a current, nationally recognized, **core nursing specialty** certification, and
- Have functioned within the specialty scope of practice for a minimum of 2,000 hours within the last 2 years;

For **NON-CORE Certified Nurses** – exams 31 & 33 (see the Generalist Catalog for specifics) ;

- Hold a currently active registered nurse license in the United States or its territories; and
- Have functioned as a registered nurse for 4,000 hours with at least 2,000 of those hours within the specialty scope of practice, within the last 2 years.

**NOTE: Each modular certification has two versions, one version is for nurses who hold a core nationally recognized certification. The second version is for nurses who do not possess a nationally recognized nursing certification.**

**The second version of the examination is comprised of two components, the specialty piece and an additional general nursing component. The candidate must obtain a passing score on both components to become certified.**

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## Credentials

**Specialty Areas** Specialty areas and the credential given to each by the ANCC are:

<b>If the specialty area is ...</b>	<b>The Credential will be ...</b>
<ul style="list-style-type: none"> <li>• Medical-Surgical Nurse</li> <li>• Gerontological Nurse</li> <li>• Psychiatric and Mental Health Nurse</li> <li>• Pediatric Nurse</li> <li>• Perinatal Nurse</li> <li>• Community Health Nurse</li> <li>• School Nurse</li> <li>• General Nursing Practice</li> <li>• College Health Nurse</li> <li>• Nursing Continuing Education/Staff Development</li> <li>• Home Health Nurse</li> <li>• Cardiac Rehabilitation Nurse</li> <li>• Informatics Nurse</li> </ul>	<b>RN,C</b> <b>Registered Nurse, Certified</b>
<ul style="list-style-type: none"> <li>• Clinical Specialist in Gerontological Nursing</li> <li>• Clinical Specialist in Medical-Surgical Nursing</li> <li>• Clinical Specialist in Community Health Nursing</li> <li>• Clinical Specialist in Adult Psychiatric and Mental Health Nursing</li> <li>• Clinical Specialist in Home Health Nursing</li> </ul>	<b>RN, CS</b> <b>Registered Nurse, Certified Specialist</b>
<ul style="list-style-type: none"> <li>• Clinical Specialist in Child and Adolescent Psychiatric and Mental Health Nursing</li> <li>• Gerontological Nurse Practitioner</li> <li>• Adult Nurse Practitioner</li> <li>• Family Nurse Practitioner</li> <li>• School Nurse Practitioner</li> <li>• Pediatric Nurse Practitioner</li> <li>• Acute Care Nurse Practitioner</li> </ul>	<b>RN,CS</b> <b>Registered Nurse, Certified Specialist (continued)</b>

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## Credentials, Continued

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### Specialty Areas (Continued)

If the specialty area is ...	The Credential will be ...
• Nursing Administration	<b>RN, CNA Registered Nurse, Certified in Nursing Administration</b>
• Nursing Administration, Advanced	<b>RN, CNAA Registered Nurse, Certified in Nursing Administration Advanced.</b>

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## Application

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### Application Receipt

Obtain the ANCC certification catalog and application form from:

**American Nurses Credentialing Center  
600 Maryland Avenue, SW, Suite 100 West  
Washington, DC 20024-2571**

**Telephone: (800) 284-2378**

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## How to Order ANCC Examinations

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### Ordering Exams

Follow the Steps below to order ANCC examinations:

Step	Action
1	<p>* The TCO must prepare a letter on official stationery for the candidate to send with the application. The letter must include:</p> <ul style="list-style-type: none"><li>• DANTES Test Center Name</li><li>• Address</li><li>• Telephone number</li><li>• Fax number</li></ul> <p><b>*Carry out this step only after the TCO agrees to test the candidate at the test center AND the candidate understands that the he or she must pay the \$35 DANTES test center fee.</b></p>
2	<p>ANCC will instruct American College Testing (ACT) to mail the appropriate examination to the TCO.</p> <p><b>TCOs cannot order the ANCC examination directly. ANCC will authorize the individual's application for eligibility to take the certification examination.</b></p>

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## Fees

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### Standard Fees

Members of State Nurse's Associations and members of Collaborating Specialty Nursing Organizations (see the ANCC Catalog for list), pay a reduced fee according to the following schedule:

Area	Member Rate	Nonmember Rate
Application Fee	\$220	\$360
Examination Fee	\$190	\$300

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## Fees, Continued

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### Special or Additional Fees

The following list of special or additional fees apply:

- Late Fee \$35
- Alternate Date Fee \$35
- Military/DANTES Fee \$35\*
- Retest fee \$75

**\*Please inform candidates of this additional cost.**

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## Administration

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### Materials and Instructions

All instructions for administering the examination are in the manual accompanying the examination materials. These materials should be received at least 1 week before the test administration date. The shipment includes:

- Letter to the Test Control Officer
  - Instruction on the return of test materials
  - Shipping Document
  - Supervisor's Manual
  - Materials for the examination including extra supplies
  - Answer sheets for examinations
  - Envelopes with return postage
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### Test Date

ANCC examinations are offered in October of each year. The application deadline is in May of the same year.

**For specific dates, please refer to the *DANTES National Calendar of Certification Tests* (DANTES Stock Number 1101).**

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### DANTES Administration Schedule

DANTES test centers are authorized to schedule the ANCC examinations on the **Monday after the national test day.**

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## Administration, Continued

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<b>Concurrent Administration Rules</b>	Candidates will <b>NOT</b> be allowed to sit for both the concurrent civilian and military administrations for the identical ANCC certification examinations.
<b>Retest</b>	Military examinees are entitled to retest under the provisions applicable to civilian examinees.
<b>Military Administration</b>	<b>DANTES TEST CENTERS MAY ADMINISTER THE ANCC EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE (E.G., ARMY REGULATION 40-219, NAVMEDCOMINST 1500, AND AFR 169-4).</b>
<b>Civilian Overseas</b>	<p>DANTES test centers overseas may administer the ANCC examination to the following qualified civilians on <b>AN UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS</b> according to local command policy and Service regulations:</p> <ul style="list-style-type: none"><li>• Retired military personnel</li><li>• Military family members</li><li>• Veterans</li><li>• U.S. federal employees.</li></ul>
<b>Conus Civilians</b>	DANTES Test Centers in Conus <b><u>MAY NOT ADMINISTER ANCC CERTIFICATION EXAMINATIONS TO CIVILIANS.</u></b>

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## Scoring

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### Return Materials for Scoring

Return all used and unused examination material in the manner prescribed in the instructions on the return of test material to:

**Vanita Johnson**  
**Operational Services Manager, ANCC 82**  
**2255 North Dubuque Road**  
**Iowa City, IA 52243**  
**Telephone: (319) 337-1316**

***NOTE: Return mailing labels and envelopes are provided with the examination materials.***

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## Refunds

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### Refunds Policy

The following identifies ANCC's refund policy for specified areas:

<b>If for ...</b>	<b>Then Refund Policy is ...</b>
Withdrawal	<b>Yes</b> (Must be a written request for a refund to be processed.)
Administrative Fee	<b>No</b> (Not refundable or transferable to another year.)
Late	<b>No</b> (Not refundable or transferable to another year.)
Special Fees	<b>No</b> (Not refundable or transferable to another year.)

***See the ANCC certification catalog for examination fee refunding schedule.***

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## Certification Maintenance

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<b>Maintenance</b>	<p>Certification must be renewed every 5 years by completing the recertification requirements for the specialty area in which certification is held.</p> <p><i>Notify ANCC of change of address to ensure recertification material is received.</i></p>
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## Problems

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<b>Application Certification Process</b>	<p>Refer any problems encountered in the application or certification process to:</p> <p><b>American Nurses Credentialing Center 600 Maryland Avenue, SW, Suite 100 West Washington, DC 20024-2571</b></p>
<b>Receipt of Examination</b>	<p>Refer any problems encountered in the receipt of examination materials to:</p> <p><b>Vanita Johnson Operational Services Manager, ANCC 82 Iowa City, IA 52243 Telephone: (319) 317-1316</b></p>

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## Security

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<b>Test Loss or Compromise</b>	<p>Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is an ANCC test loss or compromise.</p> <p>Contact DANTES <u>immediately</u> and refer to specific Service regulations for complete procedures. DANTES address is:</p> <table><tr><td><b>DANTES Code 20F 6490 Saufley Field Road Pensacola, FL 32509-5243</b></td><td><b>Phone: (850) 452-1360 DSN: 922-1360 Fax: (850) 452-1161</b></td></tr></table>	<b>DANTES Code 20F 6490 Saufley Field Road Pensacola, FL 32509-5243</b>	<b>Phone: (850) 452-1360 DSN: 922-1360 Fax: (850) 452-1161</b>
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## Web Pages and E-mail Addresses

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<b>DANTES Web Address</b>	Access the DANTES Web pages at <a href="http://www.dantes.doded.mil">http://www.dantes.doded.mil</a> .
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<b>ANCC Web Address</b>	Access the ANCC Web page at <a href="http://www.nursingworld.org/ancc">www.nursingworld.org/ancc</a> .
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<b>DANTES E-mail Address</b>	The DANTES Certification Program E-mail address is <a href="mailto:certprog@voled.doded.mil">certprog@voled.doded.mil</a> .
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